

OPTIONAL FORM NO. 10

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Administrative Staff/OL

DATE: 18 JAN 1963

FROM : Chief, Transportation Division/OL

SUBJECT: Report of Objectives and Accomplishments

REF : Memorandum to Chief, Transportation Division/OL from Chief, Administrative Staff/OL, subject as above, dated 26 December 1962

1. The following comments concerning stage of completion of objectives are submitted in accordance with the request contained in paragraph 1. of referenced memorandum.

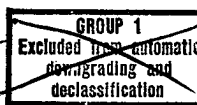
a. Establish Agency Shuttle Bus Service on a Permanent Basis

Revised shuttle bus schedules were established 3 December 1962. 30-minute service was continued on Routes 1 and 3 and 15-minute service was initiated between the Headquarters building, new State, and 1016 16th Street (Route 2). Five new 12-passenger buses were received and placed in service on Route 2. This objective was completed 1 October 1962. Since completion, responsibility for the passenger vehicle function, including shuttle buses, has been transferred from the Transportation Division to the Logistics Services Division, effective 17 December 1962. A related task to revise necessary regulatory issuances to reflect the transfer of functional responsibility was also completed.

b. Arrange for Commercial Bus Service on a Permanent Basis

This objective was completed as previously reported. However, the responsibility for continuing liaison with commercial bus companies for the purpose of discussing any changes in Agency requirements was transferred to Logistics Services Division on 17 December 1962 concurrently with the transfer of responsibility for the passenger vehicle function.

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- c. Provide Guidance to Assure Compliance with Department of Defense Requisitioning Receipt and Issue System (MILSTRIP)

*Reported no
completed in
July '62*

All appropriate Transportation Division procedures and the consignee address listing have been revised to conform with the MILSTRIP system. Action was completed 1 October 1962. However, continuing liaison will be maintained to ensure that required revisions are made to Agency procedures as necessitated by revisions to Department of Defense MILSTRIP instructions.

- d. Prepare and Coordinate Initial Consolidated Table of Vehicular Allowances for Each Agency Operating Office

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In accordance with HN 45-8, initial consolidated Tables of Vehicular Allowances (CTVA's) were completed for 24 of the 26 operating offices having vehicle requirements. The remaining two CTVA's have been delayed because of reorganization of DD/P components and resultant transfer of project TVA's among components but are expected to be completed by 31 January 1963. As a related effort, proposed revisions of HR 45-3 and LI 1-4 were completed and forwarded for approval and publication.

2. Following is a list of new objectives undertaken and completed since submission of the July 1962 report:

- a. Documentation for Navy/QUICKTRANS Shipments

Account

Documentation for Agency air shipments sponsored by Navy and shipped QUICKTRANS/MATS for transshipment previously required two sets of airbills for each shipment. Because of this duplication and an increase in volume resulting in an increase in documentation, discussions were held and arrangements completed with the Norfolk Naval Air Station whereby one Navy airbill will suffice for all shipments for transshipment and booked on one specific flight from Washington. This arrangement reduces paperwork and expedites bookings by both this Agency and the Navy.

- b. Military Air Shipment Channel

Account

Coordination resulted in completion of arrangements for air shipment via MATS via Air Logistics Service) of Agency materiel when the date required permits. At 44¢ a pound, a savings of \$1.42 a pound

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over the commercial air rate results. Department of State channels via commercial air and sea channels have traditionally been used. The new air channel is used whenever the degree of urgency necessitating air shipment is such that the slower MATS air channel may be employed because of economy afforded.

c. Time Improvement in Shipments to the Port of Baltimore

Under previous procedures, delays were encountered in the movement of shipments to the Port of Baltimore because cases were not marked until receipt of port call. Through coordination with Security Staff/OL, a new procedure was implemented under which cases are marked upon receipt of instructions from Transportation Division. Subsequent receipt of port call permits immediate movement to the port.

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d. New and Revised Cargo Branch Procedures

As a result of operational changes in shipping channels and military procedures, 23 Cargo Branch procedures have been newly established or revised. Other working procedures will be changed as required on a continuing basis.

e. New Format for Consolidated Tables of Vehicular Allowances (CTVA's)

A new format for CTVA's was developed and placed in effect. The new format provides for the grouping of all types of motor vehicles within 13 general categories and is based on standardized classifications established by the General Services Administration for the reporting of vehicle requirements. The purpose of the new format is to reduce workload involved in the administration of the CTVA program. The format has been favorably received by operating offices.

3. In accordance with the request contained in paragraph 2. of referenced memorandum, the following is a list of new objectives with comments concerning them:

a. Study and Implementation of the DOD-Established "Military Standard Transportation and Movement Project" (MILSTAMP)

A MILSTAMP operating manual has been received for review preparatory to Agency action. This manual provides policy, procedures, and instructions for the uniform shipment of materiel within and between military services in support of Department of Defense (DOD) component logistical missions. The new system provides for maximum coordination and compatibility with the new DOD

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supply documentation system known as MILSTRIP. Agency participation in MILSTAMP will require revisions to Agency procedures for the documentation of shipments sponsored by the military services. Expected date of completion is 30 June 1963.

b. Determination of Feasibility of Use of a Flexowriter for Document Preparation

Tests are in progress to determine the feasibility of use of a flexowriter to process transportation documents, the preparation of which tends to be standard and repetitive. The achievement of increased economy and efficiency is the end to which effort is being directed. Expected date of completion is 30 June 1963.

c. Develop and Coordinate an Unclassified Booklet on Domestic Moves

Action has been initiated to develop an unclassified booklet on domestic moves. The booklet is designed to assist Agency employees by stating in plain language questions and answers concerning Government commuted rate policy and employee responsibility involved when assignment to domestic posts necessitates shipment and storage of household goods and personal effects. The commuted rates in force for domestic travel apply to all Government employees and thus an unclassified publication is possible. Expected date of completion is 1 March 1963.

d. Establishment of Type 2 Accountability at Highway Branch/TD

The current audit report of Transportation Division contains a recommendation that Type 2 accountability be established at the Highway Branch. The advantages of this proposal over the existing memorandum receipt account were discussed and it was determined that conversion would be advantageous since duplication of effort and records inherent in any memorandum receipt account system would be eliminated. Accordingly, conversion action has been initiated. Expected date of completion is 30 April 1963.

e. Study of Air Travel Modes and Accommodations

Current Government and commercial trends have resulted in initiation of a Transportation study aimed at development of a position concerning action that should be taken by the Agency to achieve the most desirable balance between air travel economy and the reasonable comfort and convenience of employees and dependents.

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Factors that enter into study include existence of two-class accommodations, policies of cover agencies, and the attitude of the Bureau of the Budget. Completion date is indefinite.

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